

**MINUTES OF  
CITY OF LAS VEGAS AUDIT OVERSIGHT COMMITTEE  
City Hall - 8<sup>th</sup> Floor Conference Room  
400 Stewart Avenue  
Las Vegas, Nevada  
City of Las Vegas Internet Address: <http://www.ci.las-vegas.nv.us>**

**October 16, 2001  
10:00 a.m.**

**I. CALL TO ORDER:** Chairman Kern called the meeting to order at 10:08 a.m. and confirmed with City Clerk Ronemus that the Open Meeting Law had been met.

**II. ATTENDANCE:**

Present: Chairman Michael Kern  
Mayor Oscar Goodman (excused after 10:21 a.m.)  
Member Bill Martin  
Member Joseph Saitta  
Steve Houchens, Deputy City Manager  
Brad Jerbic, City Attorney (excused after 11:25 a.m.)  
Dan Still, Deputy City Attorney  
Radford Snelding, City Auditor  
Bonnie Mocek, Management Analyst  
Philip Cheng, Senior Internal Auditor  
Bryan Smith, Internal Auditor  
Bill Cimo, Internal Auditor  
Barbara Jackson, Director of Leisure Services  
Jim Devlin, Wastewater Pollution Control Facility & Sewer Services  
Dan Hyde, Manager of Vehicle Services Division, Field Operations  
Mark Vincent, Director of Finance and Business Services  
Michael Olson, City Treasurer  
Michael Sheldon, Director of Detention & Enforcement  
Barbara Jo (Roni) Ronemus, City Clerk  
Assistant Deputy City Clerk Vicky Darling

Excused: Councilman Michael McDonald

**III. BUSINESS**

A. Approval of the Final Minutes by reference of the Audit Oversight Committee Meeting of June 19, 2001

**GOODMAN - Motion to approve – SAITTA seconded the motion - UNANIMOUS with McDONALD excused**

(10:08)  
1-13

**B. Status on Questions/Requests/Commitments**

Mr. Snelding advised that items considered under this heading are those items relating to questions or requests from previous meetings or commitments made during previous meetings. Each item is assigned a number and is tracked until complete. Items not completed will generally be included under Old Business.

**1. 0001-005 – Report on Fraud Policy**

The Audit Committee instructed the City Auditor to review the current fraud policy with the City Manager and City Attorney and report back to the Committee with recommendations to strengthen current practice. This is a report on the findings to the Committee as a result of such strategy meetings. Currently, Policy 3.16 which involves disclosure of fraudulent activities, nicknamed the Whistleblower policy, encourages employees to disclose dishonest or fraudulent activities. The policy states the City's position to protect employees from retaliation. At the time of the review, no employee had utilized the program of reporting fraudulent activities to the Ethics Review Board or Human Resources Department.

A strategy was formulated as to proposed policy and procedure. The current recommendation is to create the draft document, review the results with a committee consisting of the City Manager, City Attorney, City Auditor, Human Resources and Detention and Enforcement. The committee would establish the comprehensive fraud policy and protocol for subsequent presentation to the Audit Oversight Committee and City Council.

Member Martin questioned the requirement to report to Human Resources and the Ethics Review Board given an employee's probable desire for confidentiality. City Auditor Snelding agreed that best practices seen in other organizations would appear to use a different route of reporting. In designing a draft protocol, that other avenue will be addressed.

Chairman Kern discussed with City Attorney Jerbic that members of the Audit Committee could meet with the City Auditor to discuss or be briefed on his findings prior to presentation to the entire Audit Committee so long as a quorum is never present. A quorum being present would violate the Open Meeting Law. Also, those present should be careful not to consensus build at such a briefing regarding any issue which would come to a future vote of the Audit Committee. Chairman Kern pointed out that review of the proposed plan in advance by the members would allow for a clear and focused Committee meeting when the item came forward for a vote.

(10:08)

1-18

**2. 0001-011 – City Auditor reporting to the Audit Committee**

Mr. Snelding pointed out that during the June 19, 2001, Audit Committee, the Mayor requested the reporting process by the City Auditor through the Audit Committee be discussed at the next meeting. Mayor Goodman confirmed with City Auditor Snelding that the reporting system directly to the Audit Committee is ideal. The concern which resulted in this matter being raised was miscommunication with the City Manager's office. The methodology now being used by the City Auditor provides for greater communication with both the Council and the City

Manager's office, thereby resolving problems from the past. Deputy City Manager Houchens agreed that the revised process has addressed areas of concern. Mayor Goodman directed that he be informed prior to release of any reports that are of interest to the media so that he may respond in a meaningful manner when called. Member Martin agreed that the system of reviewing audits in advance is just so every member is prepared when they receive calls on an audit or report. Chairman Kern verified with Deputy City Manager Houchens and City Auditor Snelding that the issue has been completed and would not need to appear on the next agenda.

(10:13)

1-175

3. 0001-012 – Allocation of funding for the City Auditor's Office from other departments

Mr. Snelding advised that Chairman Kern directed at the June 19, 2001 Audit Committee meeting that an item appear on this agenda addressing the possibility of City departments funding critical functions of the City Auditor's Office through an allocation. Chairman Kern indicated that this could be a lengthy item because his concern is that departments' failure to establish proper controls directly causes a significant financial or budgetary burden for the City Auditor's office. There has been discussion about using outside consultants in instances where there is some urgency on a special project. He recommended discussion with City Manager Valentine, Deputy City Manager Houchens and City Auditor Snelding outside of the Committee meeting regarding the issue. Another point to be discussed is possible elevation of an existing staff member in order to better and more effectively utilize the individual's time.

Member Martin questioned the terminology and made a comparison between profit centers and cost centers. A key point is that profit centers cannot generate revenue without the support services of the cost centers. However, this discussion makes the burden sound more like a special assessment or penalty due to mismanagement within a department. A quip was made that the Auditor's office could be given 5% of whatever monies they identify as cost savings. City Auditor Snelding confirmed that discussion on this item would be placed on the next Committee agenda.

(10:16)

1-254

4. 0001-013 – Utilization of outside consultants

City Auditor Snelding offered this item for discussion by the Board pursuant to past direction by Chairman Kern. Chairman Kern shared his observation that outside consultants often provide boilerplate reports which provide the answers being sought rather than independent findings. Generally speaking, the lower quality of the reports from consultants undermines the credibility of the entity. There are occasions when there are special needs which justify using outside consultants. When that does happen, the City Auditor's office should closely monitor and oversee the work being done.

Member Martin stated that the use of outside auditors in order to avoid budgetary matters can be beneficial. Such consultants could be used when the audit schedule begins to fall behind as well as when there is a special need. He concurred with Chairman Kern that consultants understand who pays them, but that could be offset by supervision by the City Auditor's office.

City Auditor Snelding responded that the concern with hiring staff auditors is the rising cost of salaries and related benefits. The alternative is to hire consultants. However, circumstances must be conducive to a real benefit for the City. Given that the specialized knowledge required for governmental performance auditing is unusual and there is not a large pool of experts from which to draw, such consultants charge a premium for their time and may not be cost effective. The benefit of a staff auditor is that individual's familiarity with the City, functions within the City and working knowledge which a consultant would not have. Deputy City Manager Houchens agreed with the statements made with regard to internal expertise versus use of consultants as well as the impact on the budget.

Chairman Kern authorized marking this item as complete.

(10:22)

1- 430

C. General Report by the City Auditor

City Auditor Snelding introduced the new auditor on staff, Gary Phillips, who recently retired from the Air Force, before outlining the new audit methodology. Rather than assigning an audit to an individual, each project is assigned to a lead auditor and the entire staff does the field work on the audit. That puts pressure on the lead auditor to clearly define the work in order to complete the project within the established time frame. That should speed up the audit process by allowing the same number of work hours to be done in a shorter period of time. Currently the office is working to clear out old audits, but in the future there should be a more rapid turn around for audits.

City Auditor Snelding outlined the pending audits. The draft audit report for Leisure Services – Cultural Affairs by Philip Cheng is ready for review now that the field work has been completed. The preliminary field work for the City Council audit by City Auditor Snelding is under way. The annual follow-up process being worked on by the entire City Auditor's staff is expected to be complete for a future Committee meeting. It is anticipated that this follow up will provide a score card of implementation of recommendations from past audits. The Information Technology security audit under Bill Cimo is in the process and anticipated for a future Committee meeting. The audit of the Capital Projects by Bryan Smith is on hold pending completion of the consultant's study.

(10:29)

1-659

**D. Audits and Projects Completed**

**1. Discussion and possible action on the following reports:**

**a. CAO 2300-0102-01 – SPECIAL REPORT: Rental Agreement Between the City of Las Vegas and the Mexican Patriotic Committee**

Auditor Cheng, as lead auditor, reviewed the report on the rental agreement with the Mexican Patriotic Committee. The rental agreement was for the Cinco de Mayo Celebration May 6, 2001 at Freedom Park. During the audit requested by the City Manager's office, it could not be determined whether certain fees were owed by the Mexican Patriotic Committee (MPC) due to a lack of supporting documents. Based on available information, it was determined that the MPC underpaid the City by at least \$15,000 and that the MPC did not comply with many conditions of the Agreement. Furthermore, Leisure Services failed to properly monitor compliance with the agreement and did not sufficiently pursue fees owed.

In response to the recommendations contained within the audit, Leisure Services agreed that the underpayments should be collected. An invoice was prepared and will be sent requesting the underpayments and percentages owed as stated in the audit report, upon approval by Deputy City Manager. The invoice will be mailed "receipt request required". Leisure Services will identify and develop a fee structure for the sale of beer, drinks and food along with admission and booth fees for approval by the Deputy City Manager. The new draft of the fee structure will be developed for review by management.

Audit staff recommends that Leisure Services re-evaluate its contract administration and monitoring procedures to ensure proper contract oversight in the future. Leisure Services has responded that a timeline for when fees are due will be developed based on the fee schedule. Additional monitoring procedures will be researched and presented to management for approval. In addition, Leisure Services is developing a checklist to monitor compliance for approval by management. Leisure Services staff will look at alternative contract practices and present the findings that can be evaluated and considered for inclusion in the contract pricing methodology, using existing percentages as currently being utilized. It is essential that Leisure Services hold contractors/promoters responsible for providing accurate and complete billing information. This will be done for all future upcoming Special Events/Festival contracts. The feasibility of using additional methods of oversight will be reported to management.

Lastly, Leisure Services should improve communication with Business Licensing and the Clark County Health District and utilize their inspection results for contract monitoring purposes. To that end, Leisure Services has already begun communication with Business and Licensing and will send a letter to the Health Department advising them of all upcoming festivals.

Member Saitta questioned the response of the MPC. Dr. Jackson replied that the invoice has been paid. Deputy City Manager Houchens pointed out that the invoiced amount was negotiated to a lesser amount due to a lack of clarity in some areas and the lesser amount was paid. Member Martin stressed that the overriding message is that complex contracts, especially those dependent upon the other party's record keeping, are very difficult to enforce. Simplified contracts would probably work best.

Chairman Kern outlined his personal experience with being told, based on his relationship with people in the City, that he would not be required to obtain sign permits. This is inappropriate and he reported the incident, but asked about checks and balances in place. City Auditor Snelding explained that a blanket number of vendors were applied for and the intent was to pay for what additional vendors were present afterward. Business Licensing had experienced this in the past and inventoried the vendors on the day of the event. Subsequently, they invoiced the difference in a proactive effort. That invoice was quickly paid by MPC.

Chairman Kern confirmed with Auditor Cheng that at least four booths were identified which did not have the necessary health certificates. That was a violation of the contract and identified as a result of the Health District inspection the day of the event. Chairman Kern confirmed with City Auditor Snelding and Auditor Cheng that the City is comfortable with the indemnification of the City by the promoter through the contract from any liability, including as a result of failure to have appropriate licenses or health certificates. City Attorney Jerbic outlined the routine clause which would provide for defense to be tendered to the promoter. Promoters are required to comply with all requirements through all entities. Chairman Kern expressed a concern that the indemnification or insurance might be insufficient.

Member Martin suggested that promoters should be strongly advised that violation of the contract may compromise their ability to use the facilities in the future. Certainly health certificate and card requirements must be complied with or there must be a significant penalty. Chairman Kern concurred. Similarly Chairman Kern expressed a concern with another event where funds disappeared due to the cash nature of special events and the City's liability in that situation as well. City Auditor Snelding repeated that the obligation to the City is based on information reported to the City and the City is indemnified as to liability to a third party. As for the insufficient backup provided by the promoter, the audit staff uses outside sources such as third-party suppliers as well as the promoter's own records. Chairman Kern explained that he is looking at the checks and balance system or control process and the need for a significant penalty for poor documentation in future contracts. City Auditor Snelding responded that the City is moving away from a percentage type contract to a direct rental contract which eliminates many of the complexities outlined during this discussion. Deputy City Manager Houchens outlined the use of a large deposit, four times that required in the past, as well as a large security deposit for a September 16 event with MPC. Although that event did not occur due to the September 11<sup>th</sup> incident, again the City is moving to more of a rental relationship. The burden then rests on the organizations.

Chairman Kern and Member Martin complimented staff for a good job, especially in light of the inadequate documentation.

**MARTIN - Motion to accept the Report – SAITTA seconded the motion – UNANIMOUS  
with GOODMAN and McDONALD excused**

(10:33)

1-790

b. CAO 1501-0102-02 – Audit of Wastewater Pollution Control Facility and Sewer Services

Lead Auditor Bryan Smith reviewed the report on the Wastewater Pollution Control Facility and Sewer Services. This audit is part of the annual audit plan and identified areas that management should review to further improve efficiency, effectiveness and internal controls over operations.

The City is not charging adequate fees to North Las Vegas to cover their proportionate share of costs for treating wastewater. While North Las Vegas wastewater accounts for 23% of the wastewater treated, they only pay 17% of the cost. North Las Vegas may not be paying their fair share for facility maintenance and capital expenditure costs. It is recommended that Public Works and Finance more effectively manage its contract with North Las Vegas, evaluate the adequacy of North Las Vegas' contributions to facility maintenance and capital expenditures, renegotiate rates with North Las Vegas and consider developing a contract review committee.

It was also noted that the rates being charged to several area golf courses and Nevada Power for reclaimed water are significantly lower than the City's cost to produce reclaimed water. It was recommended that Public Works perform a cost analysis for providing reclaimed water, adjust current contractual rates, if possible, and ensure that all future reclaimed water rates at a minimum cover related costs and include provisions for rate changes.

Nevada Administrative Code provides septic tank permits should not be issued to residents within 400 feet of a public or community sewer system. Over 1,200 residents live within 400 feet of City sewer lines and are not connected to the system. Most of these tanks were installed prior to the sewer lines being installed near their property. The City has not established clear guidelines outlining when a resident must connect to the City sewer system. Considering the complexity of this issue, Public Works should further study this matter and prepare a summarizing report with a course of action to follow.

The sewer billing process and late payment penalties assessed by Sewer Services are confusing for customers. A quarterly billing cycle is recommended with penalties being adjusted to align with such change. Sewer Services should also evaluate the legalities and cost/benefits of including sewer fees in property taxes as is done with some other local governments. Other utilities in the Las Vegas Valley have an average grace period of 10 days while City of Las Vegas sewer customers have a 30 day grace period. It was suggested that the grace period be reduced or eliminated for sewer service payments.

Management disagreed with incorporating sewer fees in with property taxes as not being operationally and economically feasible. Audit staff feels further evaluation may be beneficial and should it be found non-viable, no further action would be required.

Chairman Kern discussed with Mr. Vincent and Auditor Smith that approximately 60% of sewer customers already opt for the quarterly process. Further, the City is in the process of implementing an HCH direct debit payment in addition to credit card payment capability.

Auditor Smith advised comparison with other entities reflected that many charge based on water usage. However, in Las Vegas, the Water District is a separate entity. A rate study is being performed with water usage data now available and the question becomes if that is the best approach to take. Typically water usage billing is based on the three winter months, which would not work for this type of arid environment.

Chairman Kern questioned the quality of the database, the cost of data conversion and the possibility of lost revenue due to conversion. He urged that proper safeguards be taken in the event there is such a conversion. Auditor Bill Cimo responded that database conversion does provide for a quality control process to avoid loss of revenue. Chairman Kern summarized a situation with fines at Municipal Court causing licenses to be suspended and a loss of data due to a data conversion at the Department of Motor Vehicles resulting in a loss of significant revenue when those license were or are reactivated without payment to the City.

**MARTIN - Motion to accept the Report – SAITTA seconded the motion – UNANIMOUS with GOODMAN and McDONALD excused**

(10:52)

1-1497

c. CAO 1503-0102-03 – Audit of Fleet and Transportation Services

Auditor Smith summarized the audit on Fleet and Transportation Services. Pursuant to this audit, also part of the annual audit plan, areas were identified that management should review to further improve efficiency, effectiveness and internal controls over operations. Policy and procedure manuals need to be created and distributed to employees. City departments and employees need to be held more accountable for abuse to city vehicles. While vehicle accidents are reported, abuse is not reported, tracked and rarely cause for disciplinary action. Such tracking needs to take place and department and/or employees charged for repairs.

Vehicle maintenance rates charged to departments need to be updated to more accurately reflect actual operating costs. An analysis needs to be done as to the adequacy of the contractual rates being charged the Housing Authority for servicing their vehicles to ensure that the City is at a minimum covering their costs. Various security concerns at the Service Yards were noted, specifically dealing with gates, yard access and the East Services Yard front gate. A security analysis of Fleet Services facilities should be performed and changes made as deemed appropriate. Efforts should be made to increase the utilization of the West Service Center since only 21% of total work orders are processed there. Improved accountability for closing of work orders is needed to address the delays noted.

Management has concurred with all the recommendations made. Auditor Smith thanked Division Manager Dan Hyde for his assistance with this audit. Member Martin again complimented staff on the quality of this report. Both this audit and the Wastewater report raise the issue of outside work done by the City and the emphasis that needs to be placed on cost accounting to ensure fair compensation. The absence of policies and procedures is critical and such only exist when they are in writing.



Member Saitta discussed with Auditor Smith the extent of vehicle abuse. Mr. Hyde assured the Committee that policies and procedures have been written and will be distributed in November. Vehicle abuse is a problem for every entity. Unfortunately the existing committee which oversees this area lacks the ability to impose disciplinary action. Key is the enforcement by the City as a whole and individual departments. Once costs are recovered and recharged, there will be a reduction similar to that seen once avoidable or preventable accident costs were charged back.

**SAITTA - Motion to accept the Report – MARTIN seconded the motion – UNANIMOUS with GOODMAN and McDONALD excused**

(11:02)

1-1896

d. CAO 601-0102-04 – Audit of City Investments

Auditor Bill Cimo outlined the audit of Treasury which was scoped down to just investments and areas identified which could improve efficiency. Cash management of the sweep account could potentially increase investment income. Certainly better accountability would be the way to go. Only one employee oversees the \$400 million investment portfolio. Greater support and input could enhance investment income. There is no trading policy in place or list of approved firms to handle those duties. Anyone in a position to handle those funds should be held to a higher standard of discovery and code of ethics. Lastly, there should be a regular review process for trading activities.

Regarding the custody agreement, the recommendation is that a formalized review process be conducted for a provider. There are no areas of concern with the existing provider, but other options should be researched. Suggestions have been made about investment goals being established and monitored. Training of backup employees to cover investments needs to be instituted. There has been an issue in the past where the loss of an employee created a difficult situation. Cross-training would be appropriate while time is not an issue.

Management has concurred with the recommendations and intends to take affirmative action. Mr. Vincent concurred with the report given and stressed that the City's focus regarding investments is on safety, liquidity and then rate of return. Research into other methods utilized by other entities that could safely increase investment returns would be beneficial. Diversifying personnel is also wise.

Member Martin discussed whether a maturity clause is contained within the custody agreement. Auditor Cimo explained that Bank of America left the field and was replaced by Bank of New York. The agreement contains an annual renewal, but no expiration. Member Martin stated that many banks have left the field and Bank of New York is a premier provider.

With regard to the sweep environment, Member Martin supported leaving cash available to cover hard dollar charges. If interest rates ever go up, that might be worth another review. Mr. Vincent added that the City is seeking a request for proposal for a more competitive relationship. Chairman Kern agreed that it would be a good idea to research other municipality driven investment houses. Mr. Vincent repeated that six houses are used and cycled through.

Member Martin complimented the City on its investment prioritization. A local entity in the past was involved in a fraudulent bond issue for a promised extra half a percent. An oversight committee with some, but not a great deal, of expertise could review investments quarterly and then annually update the investment policy. Such a committee might even catch mistakes before they are made. Mr. Vincent pointed out that quarterly investment reports are on the internet site in order to be open about what and how well the City is doing. Currently the Citizens Priority Advisory Committee oversees a myriad of fiscal and systems issues. That might be the appropriate committee to act as recommended by Member Martin. Chairman Kern questioned whether members from the City Council would sit on such a committee. At the State level, it is very beneficial to have the Governor as a member of that panel to provide additional guidance. Mr. Vincent responded that the existing committee is a citizens committee and does not include any elected officials.

**SAITTA - Motion to accept the Report – MARTIN seconded the motion – UNANIMOUS  
with GOODMAN and McDONALD excused**

(11:10)

1-2208

**RECESSED: 11:25 – 11:27 a.m.**

e. CAO 2300-0102-05 – SPECIAL REPORT: The Animal Foundation International Review of Financial and Managerial Issues

Auditor Smith summarized the audit performed as a result of a request by the City Manager's office. The audit was limited to financial and managerial issues as well as a follow up on the 1998 audit. Two reports were released. The reports were limited due to documentation not available or missing following a move by the Foundation. Various issues were raised by citizens and past employees of the Foundation.

It was concluded that Animal Foundation has weak control, including weak employee controls, employee turnover in key positions, lack of formal policies and procedures and deficient training. The recommendation is that measures be taken to improve internal control. Animal licensing data is incomplete, inaccurate and not easily accessible. Two licensing systems are being used, creating redundancy and inefficiencies. Data accuracy is not ensured due to the lack of certain features and reconciliation of the multiple systems. Within the City, a single system accessible to both entities should be selected and policies and procedures regarding the system established.

The annual financial report provided does not align with services outlined in the agreement. Therefore, financial performance is difficult to analyze as it directly relates to the agreement. Inappropriate data was included during the reporting process. The recommendation is that the monthly financial reports be modified and cost allocations be provided for review by Detention & Enforcement.

Animal Foundation management has concurred with the recommendations. Mary Hero, who was most helpful during this difficult investigation, and Michael Sheldon, Director of Detention & Enforcement, were present.

Member Martin agreed that the audit was difficult to endure. It is interesting that the County does not utilize a public forum for their audits and therefore do not receive the same type of heat. However, this process is helpful. He pointed to the fact that a spouse working at the Foundation raised the specter of wrongdoing whether there was any such or not. In fact, the report did not make a finding of wrongdoing. Member Saitta expressed his satisfaction with the report. Chairman Kern congratulated staff on a job well done and concurred with Member Martin's comments. In fact, he has found that families working together creates closer loyalties, clear goals and a better understanding between workers.

Auditor Smith shared the credit for the successful audit with the entire audit staff. Chairman Kern stressed the benefit of the team effort and especially noted the quality of the work done by Bonnie Mocek. He congratulated the entire group. Member Martin added that the principal mission can force control and office functions to a back position. It needs to be fixed, but is very understandable.

**MARTIN - Motion to accept the Report – SAITTA seconded the motion – UNANIMOUS with GOODMAN and McDONALD excused**

(11:28)

1-3007

f. CAO 2300-0102-06 – SPECIAL REPORT: Animal Care and Shelter Services Follow-up on Prior Audit Recommendations

Auditor Smith presented the update on the original 1998 audit which contained 8 findings and 28 recommendations to remedy deficient conditions. Of the 28 recommendations addressed to both Animal Foundation and Detention & Enforcement, 18 recommendations have been completed, 6 partially completed and no progress on the remaining 4.

**MARTIN - Motion to accept the Report – SAITTA seconded the motion – UNANIMOUS with GOODMAN and McDONALD excused**

(11:36)

1-3464

- E. New Business  
1. Audit Plan FY 2001-2002

City Auditor Snelding referred to the Audit Plan supplied in the backup. The plan will be placed on the next agenda for action by the Committee. Member Martin indicated that he found the plan to be acceptable.

(11:38)  
1-3544

- F. Old Business  
1. 0001-009 – Annual Follow-up Report (In process)

City Auditor Snelding repeated that the follow up report will provide the Committee with a score card of implementation of recommendations from past audits. Given the short time between this meeting and the next scheduled Committee meeting, it is anticipated that there will be fewer new audits for review and sufficient time should be available for the 1.5 to 2 hour review focusing mostly on areas of significant disagreement. Chairman Kern discussed with Deputy City Manager Houchens, City Auditor Snelding and City Clerk Ronemus the requirements and appropriateness of holding a meeting in addition to the next regularly scheduled quarterly meeting in order to go over the follow up.

(11:38)  
1-3599

**IV. CITIZENS PARTICIPATION:**  
None.

(11:43)  
2-84

**ADJOURNMENT:**

**SAITTA - Moved to adjourn – MARTIN seconded the motion – UNANIMOUS with GOODMAN and McDONALD excused**

The meeting adjourned at 11:43 p.m. (2-90)

RESPECTFULLY SUBMITTED,

---

Vicky Darling, Assistant Deputy City Clerk